

CABINET ITEM COVERING SHEET PROFORMA

AGENDA ITEM

REPORT TO CABINET

19th April 2012

**REPORT OF
CORPORATE
MANAGEMENT TEAM**

CABINET DECISION

**Corporate Management and Finance – Lead Cabinet Member – Councillor Harrington
Access and Communities – Lead Cabinet Member – Councillor Coleman**

EIT TASK AND FINISH REVIEW OF HUMAN RESOURCES AND REVIEW OF COMMUNICATIONS

1. Summary

The Human Resources Service undertook an EIT review which commenced in October 2010. Originally a phased approach was taken to the review because of the significant additional work pressures on the service due to the EIT programme. Phase 1 was completed in December 2010 and achieved savings of £207k whilst phase 2 was to have been completed by 31st March 2012. Total savings of £322k are required. However, the retirement of the Head of Human Resources resulted in the decision to combine the service with Communications. Once this decision was taken it was decided to defer the rest of the HR review until the new Head of Service appointment was made. This provided an opportunity for the new Head of Service to input into the review and allow the new combined service to be reviewed together. The review of Human Resources and Communications has now been completed and the required savings target achieved.

2. Recommendations

It is recommended that Cabinet approve the outcome of the Human Resources Task and Finish EIT review and review of Communications

3. Reasons for the Recommendations/Decision(s)

As part of the Council's EIT Programme, a review has been undertaken with the aim of identifying options for future strategy, policy and service provision within the Human Resources and Communications Service that will deliver efficiency savings while sustaining/improving high quality outcomes for SBC residents.

4. Members' Interests

Members (including co-opted Members with voting rights) should consider whether they have a personal interest in the item as defined in the Council's code of conduct (**paragraph 8**) and, if so, declare the existence and nature of that interest in accordance with paragraph 9 of the code.

Where a Member regards him/herself as having a personal interest in the item, he/she must then consider whether that interest is one which a member of the public, with knowledge of the relevant facts, would reasonably regard as so significant that it is likely to prejudice the Member's judgement of the public interest (**paragraphs 10 and 11 of the code of conduct**).

A Member with a prejudicial interest in any matter must withdraw from the room where the meeting considering the business is being held -

- in a case where the Member is attending a meeting (including a meeting of a select committee) but only for the purpose of making representations, answering questions or giving evidence, provided the public are also allowed to attend the meeting for the same purpose whether under statutory right or otherwise, immediately after making representations, answering questions or giving evidence as the case may be;
- in any other case, whenever it becomes apparent that the business is being considered at the meeting;

and must not exercise executive functions in relation to the matter and not seek improperly to influence the decision about the matter (**paragraph 12 of the Code**).

Further to the above, it should be noted that any Member attending a meeting of Cabinet, Select Committee etc; whether or not they are a Member of the Cabinet or Select Committee concerned, must declare any personal interest which they have in the business being considered at the meeting (unless the interest arises solely from the Member's membership of, or position of control or management on any other body to which the Member was appointed or nominated by the Council, or on any other body exercising functions of a public nature, when the interest only needs to be declared if and when the Member speaks on the matter), and if their interest is prejudicial, they must also leave the meeting room, subject to and in accordance with the provisions referred to above.

AGENDA ITEM

REPORT TO CABINET

19 APRIL 2012

**REPORT OF CORPORATE
MANAGEMENT TEAM**

CABINET DECISION

**EIT TASK AND FINISH REVIEW OF HUMAN RESOURCES AND REVIEW OF
COMMUNICATIONS**

SUMMARY

The Human Resources Service undertook an EIT review which commenced in October 2010. Originally a phased approach was taken to the review because of the significant additional work pressures on the service due to the EIT programme. Phase 1 was completed in December 2010 and achieved savings of £207k whilst phase 2 was to have been completed by 31st March 2012. Total savings of £322k are required. However, the retirement of the Head of Human Resources resulted in the decision to combine the service with Communications. Once this decision was taken it was decided to defer the rest of the HR review until the new Head of Service appointment was made. This provided an opportunity for the new Head of Service to input into the review and allow the new combined service to be reviewed together. The review of Human Resources and Communications has now been completed and the required savings target achieved.

RECOMMENDATIONS

It is recommended that that Cabinet approve the outcome of the Human Resources Task and Finish EIT review and review of Communications

DETAIL

1. This review presents Cabinet with the findings of the EIT Task and Finish Review of Human Resources and the review of Communications. The proposals will ensure the combined HR and Communications service continues to improve as well as achieving efficiencies. Within Human Resources, 10 posts have been deleted, 7 of which are at a senior level and 5.3 posts created. Within Communications, 3 posts have been deleted and three posts created. Two of these are at a more junior level and one is a temporary post for one year. The introduction of two new roles of HR Manager and Communications Manager will ensure there is sufficient strategic capability at a senior level as well as delivering clear and workable management arrangements. These posts are particularly important as the New Head of Service post covers a wider Service.
2. Within HR, the proposals will also ensure there is a more joined up approach from all areas of the service and that it is aligned to developments within the Council such as the development of the Stockton Campus model. Workforce and Management

Development have been merged into a single post to ensure more joined up delivery and reduce the management costs and an additional 0.5 post at the k level added.

3. The Health and Safety Service which is part of Human Resources has also been reviewed. There are no proposed changes to the staffing structure; however it is proposed that the service transfers to the Head of Finance and Procurement where it has strong links with Risk Management and Audit.
4. The Communications Service structure has also been reviewed to make sure that it can operate effectively in the new combined Service and take advantage of the opportunities that the new joint Service creates. It has also been timely to address other changes in the Communications environment which impact on the Service. Most notably the increase in Digital Media workload and the need to provide an out-of-hours communications support service to the organisation have been addressed.
5. The rise in workload in Digital Media has been addressed by creating a separate Digital Media team and increasing the size of the team. This addresses the fact that Digital Media is increasingly a Media tool and not just a marketing channel and also creates more capacity to help support the increased workload and to form the basis of a sustainable out-of-hours service.
6. A new approach to internal communications is proposed to make the most of the combined service. A communications role has been added to the new Policy and Employee Relations team to have a role in the communication of HR policies and procedures. Responsibility for the intranet will transfer to the Digital Media team to allow for development alongside the internet.
7. The proposals have been subject to consultation with the Trades Unions who are supportive of the proposed changes

FINANCIAL IMPLICATIONS

8. These proposals will achieve the required savings of £322,000.

LEGAL IMPLICATIONS

9. There are no specific legal implications emanating from the review at this stage.

RISK ASSESSMENT

10. The appointment process is categorised as low to medium risk. Existing management systems and daily routine activities are sufficient to control and reduce risk

SUSTAINABLE COMMUNITY STRATEGY IMPLICATIONS

11. None.

EQUALITIES IMPACT ASSESSMENT

12. It is not considered to be necessary for an Equality Impact Assessment to be carried out for the purposes of this report.

CONSULTATION INCLUDING WARD/COUNCILLORS

13. This is not a Ward specific matter. Relevant Cabinet Members have been consulted.

Name of Contact Officer: J Spittle
Post Title: Head of Human Resources
Telephone No. 01642 527016
Email Address: Julia.spittle@stockton.gov.uk

Name of Contact Officer: B Brown
Post Title: Interim Head of Communications
Telephone No. 01642 524309
Email Address: Beccy.brown@stockton.gov.uk

Background Papers None

Ward(s) and Ward Councillors: Not Ward Specific

Property Not applicable